Texas Education Agency
Standard Application System (SAS)

2014-2016 Technology Lending Program Grant

Program authority:	General Appropriations Act, Article III, Rider 8, 83rd Texas Legislature; TEC, Chapter 31, Section 31.021(f) and Chapter 32	**FOR TEA USE ONLY** Write NOGA ID here:
Grant period:	October 1, 2014, to August 31, 2016	
Application deadline:	5:00 p.m. Central Time, May 13, 2014	Place date stamp here.
Submittal information:	**Four** complete copies of the application, three with original signature (blue ink preferred), must be received no later than the aforementioned time and date at this address: Document Control Center, Division of Grants Administration Texas Education Agency 1701 North Congress Ave Austin TX 78701-1494	
Contact information:	Kathy Ferguson: techlending@tea.state.tx.us; (512) 463-9400	

Schedule #1—General Information

Part 1: Applicant Information

Organization name	County-District #	Campus name/#	Amendment #
Lefors ISD	090902	Lefors School/090902-001	

Vendor ID #	ESC Region #	US Congressional District #	DUNS #
	16		016585051

Mailing address	City	State	ZIP Code
209 East 5th St	Lefors	TX	79054-0390

Primary Contact

First name	M.I.	Last name	Title
Pat		Seely	Business Manager

Telephone #	Email address	FAX #
806-835-2533	pat.seely@region16.net	806-835-2238

Secondary Contact

First name	M.I.	Last name	Title
Todd		Hubbart	ESC 16 Business Manager

Telephone #	Email address	FAX #
806-677-5076	todd.hubbart@esc16.net	806-677-5001

Part 2: Certification and Incorporation

I hereby certify that the information contained in this application is, to the best of my knowledge, correct and that the organization named above has authorized me as its representative to obligate this organization in a legally binding contractual agreement. I further certify that any ensuing program and activity will be conducted in accordance with all applicable federal and state laws and regulations, application guidelines and instructions, the general provisions and assurances, debarment and suspension certification, lobbying certification requirements, special provisions and assurances, and the schedules attached as applicable. **It is understood by the applicant that this application constitutes an offer and, if accepted by the Agency or renegotiated to acceptance, will form a binding agreement.**

Authorized Official:

First name	M.I.	Last name	Title
Joseph		Waldron	Superintendent

Telephone #	Email address	FAX #
806-835-2533	joe.waldron@region16.net	806-835-2238

Signature (blue ink preferred)   Date signed

4/30/14

Only the legally responsible party may sign this application.

Schedule #1—General Information (cont.)	
County-district number or vendor ID: 090902	Amendment # (for amendments only):

Part 3: Schedules Required for New or Amended Applications

An X in the "New" column indicates a required schedule that must be submitted as part of any new application. The applicant must mark the "New" checkbox for each additional schedule submitted to complete the application.

For amended applications, the applicant must mark the "Amended" checkbox for each schedule being submitted as part of the amendment.

Schedule #	Schedule Name	Application Type	
		New	Amended
1	General Information	☒	☐
2	Required Attachments and Provisions and Assurances	☒	N/A
4	Request for Amendment	N/A	☐
5	Program Executive Summary	☒	☐
6	Program Budget Summary	☒	☐
8	Professional and Contracted Services (6200)	☐	☐
9	Supplies and Materials (6300)	☐	☐
10	Other Operating Costs (6400)	☐	☐
11	Capital Outlay (6600/15XX)	☐	☐
12	Demographics and Participants to Be Served with Grant Funds	☒	☐
13	Needs Assessment	☒	☐
14	Management Plan	☒	☐
15	Project Evaluation	☒	☐
16	Responses to Statutory Requirements	☒	☐
17	Responses to TEA Requirements	☒	☐

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Schedule #2—Required Attachments and Provisions and Assurances

County-district number or vendor ID: 090902	Amendment # (for amendments only):

Part 1: Required Attachments

The following table lists the fiscal-related and program-related documents that are required to be submitted with the application (attached to the back of each copy, as an appendix).

#	Applicant Type	Name of Required Fiscal-Related Attachment
No fiscal-related attachments are required for this grant.		

#	Name of Required Program-Related Attachment	Description of Required Program-Related Attachment
No program-related attachments are required for this grant.		

Part 2: Acceptance and Compliance

By marking an X in each of the boxes below, the authorized official who signs Schedule #1—General Information certifies his or her acceptance of and compliance with all of the following guidelines, provisions, and assurances.
Note that provisions and assurances specific to this program are listed separately, in Part 3 of this schedule, and require a separate certification.

X	Acceptance and Compliance
☒	I certify my acceptance of and compliance with the General and Fiscal Guidelines.
☒	I certify my acceptance of and compliance with the program guidelines for this grant.
☒	I certify my acceptance of and compliance with all General Provisions and Assurances requirements.
☒	I certify that I am not debarred or suspended. I also certify my acceptance of and compliance with all Debarment and Suspension Certification requirements.

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Schedule #2—Required Attachments and Provisions and Assurances

County-district number or vendor ID: 090902	Amendment # (for amendments only):

Part 3: Program-Specific Provisions and Assurances

☒   I certify my acceptance of and compliance with all program-specific provisions and assurances listed below.

#	Provision/Assurance
1.	The applicant provides assurance that program funds will supplement (increase the level of service), and not supplant (replace) state mandates, State Board of Education rules, and activities previously conducted with state or local funds. The applicant provides assurance that state or local funds may not be decreased or diverted for other purposes merely because of the availability of these funds. The applicant provides assurance that program services and activities to be funded from this grant will be supplementary to existing services and activities and will not be used for any services or activities required by state law, State Board of Education rules, or local policy.
2.	The applicant provides assurance that the application does not contain any information that would be protected by the Family Educational Rights and Privacy Act (FERPA) from general release to the public.
3.	The applicant assures that funds provided under the Instructional Materials Allotment (IMA) or other funding are insufficient to purchase enough lending technology for every student who needs dedicated access to a device.
4.	The applicant assures that it will provide access to lending technology and residential access to the Internet for students, including economically disadvantaged students and students with disabilities, who do not already have either the needed equipment or Internet service for learning at home.
5.	The applicant understands that equipment purchased with Technology Lending Program Grant funds is the property of the district or charter school.
6.	The applicant assures that infrastructure and technical support are adequate to support students' use of loaned equipment provided through the grant at its participating campus(es).
7.	The applicant assures that it will provide adequate staff to administer the program and ensure successful implementation.
8.	The applicant assures that it will account for the technology lending equipment in accordance with district policy for accounting for such equipment, including providing insurance when insurance is typically provided for such equipment. The applicant understands that the grant funds cannot be used to replace lost, stolen, or damaged equipment.
9.	The applicant assures that it will obtain a Technology Lending Agreement signed by the parents/guardian of each participating student and by the student participating in the program, including an assurance of student's mastery of the grade-appropriate Digital Citizenship strand of the Technology Applications Texas Essential Knowledge and Skills.
10.	The applicant assures that it has an approved 2013-2014 district technology plan on file with TEA. The applicant understands that if an approved 2013-2014 district technology plan is not on file with TEA at the time the applications is submitted to TEA on the application due date, the application is not eligible to be funded.
11.	The applicants assures that it is at Developing or higher Level of Progress in Teaching and Learning and in Educator Preparation in their Texas Campus School Technology and Readiness (STaR Chart) report for the 2012-2013 school year.
11.	The applicant assures that technology lending and use of electronic instructional materials are incorporated into school district or open-enrollment charter school's technology plan.
12.	The applicant assures that appropriate professional development has already been provided for teachers in the use of digital content or that appropriate professional development will be provided within the first three months of the grant period (i.e., October 1, 2014-December 31, 2014) to be prepared for the grant implementation.
13.	The applicant assures that a minimum of 50% of the funds awarded will be spent within the first four months of the grant period (i.e., October 1, 2014-Feburary 1, 2015), and that 100% of the funds will be expended no later than the end of the 1st year of the grant period (i.e. August 31, 2015) to ensure full program implementation through August 31, 2016.
14.	The applicant agrees to collect and report the data for the performance measures stated in the Program Guidelines under Program Evaluation. The applicant assures it will develop appropriate systems and processes to collect and report the required data.

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Schedule #4—Request for Amendment	
County-district number or vendor ID: 090902	Amendment # (for amendments only):

Part 1: Submitting an Amendment

This schedule is used to amend a grant application that has been approved by TEA and issued a Notice of Grant Award (NOGA). **Do not submit this schedule with the original grant application.** Refer to the instructions to this schedule for information on what schedules must be submitted with an amendment.

An amendment may be submitted by mail *or* by fax. Do not submit the same amendment by both methods. Amendments submitted via email will not be accepted.

If the amendment is mailed, submit three copies of each schedule pertinent to the amendment to the following address: Document Control Center, Division of Grants Administration, Texas Education Agency, 1701 N. Congress Ave., Austin TX 78701-1494.

If the amendment is faxed, submit one copy of each schedule pertinent to the amendment to either of the following fax numbers: (512) 463-9811 or (512) 463-7915.

The last day to submit an amendment to TEA is listed on the TEA Grant Opportunities page. An amendment is effective on the day TEA receives it in substantially approvable form. All amendments are subject to review and approval by TEA.

Part 2: When an Amendment Is Required

For all grants, regardless of dollar amount, prior written approval is required to make certain changes to the application. Refer to the "When to Amend" guidance posted in the Amendments section of the Division of Grants Administration Grant Management Resources page to determine when an amendment is required for this grant. Use that guidance to complete Part 3 and Part 4 of this schedule.

Part 3: Revised Budget

#	Schedule #	Class/ Object Code	A Grand Total from Previously Approved Budget	B Amount Deleted	C Amount Added	D New Grand Total
2.	Schedule #8: Contracted Services	6200	$	$	$	$
3.	Schedule #9: Supplies and Materials	6300	$	$	$	$
4.	Schedule #10: Other Operating Costs	6400	$	$	$	$
5.	Schedule #11: Capital Outlay	6600/ 15XX	$	$	$	$
6.	Total direct costs:		$	$	$	$
7.	Indirect cost (%):		$	$	$	$
8.	Total costs:		$	$	$	$

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Schedule #4—Request for Amendment (cont.)	
County-district number or vendor ID:	Amendment # (for amendments only):

Part 4: Amendment Justification

Line #	# of Schedule Being Amended	Description of Change	Reason for Change
1.			
2.			
3.			
4.			
5.			
6.			
7.			

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Schedule #5—Program Executive Summary	
County-district number or vendor ID: 090902	Amendment # (for amendments only):

Provide a brief overview of the program you plan to deliver. Refer to the instructions for a description of the requested elements of the summary. Response is limited to space provided, front side only, font size no smaller than 10 point Arial.

Lefors ISD is a very small rural district located in the Panhandle of Texas. Our physical location is restrictive to good cellular coverage and residential internet connections. The district facilities and amenities are not only utilized by our students during the school day, but are relied on and open to the community as a resource for after school events. Although our district is classified as a chapter 41 school district, Lefors ISD has been forced to utilize bond money to maintain and improve facilities, HVAC, technology infrastructure and devices, and transportation vehicles. Residents of Lefors rely on the school district to deliver technology based skills to students. We take this responsibility seriously and welcome this grant program as an avenue to provide current technology devices and programs to our students using the district's internet connection. Lefors ISD currently has 15 end of life laptops in a cart to serve approximately 120 elementary and junior high students. These laptops are approximately 10 years old and were repurposed to the cart from expired teacher machines. The Lefors HS students utilize a lab of desktop computers that were purchased with a 2010 bond issue, therefore this population will be excluded from the scope of this grant.

Lefors ISD is seeking funding through the TLGP in order to add adequate access to technology for our junior high and elementary students which cannot be funded locally any other way. With the adoption of textbooks, reading materials needed at all grade levels, annual subscriptions for online curriculum, Lefors ISD is in a position where grant funding is required for delivery of adequate technology to our student population.

Program Overview:
Junior High Component:
Purchase laptop machines and COW carts with up to 3 years of warranty coverage to support delivery of technology based curriculum to each student
Elementary Component:
Purchase mobile tablet devices, safety cases and charging/sync station carts with up to 3 years of warranty coverage to support delivery of technology based curriculum to each student.

Both programs will house the equipment within the district, with opportunity for the students to check out devices through an approved lending work flow.

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Schedule #5—Program Executive Summary (cont.)	
County-district number or vendor ID: 090902	Amendment # (for amendments only):

Provide a brief overview of the program you plan to deliver. Refer to the instructions for a description of the requested elements of the summary. Response is limited to space provided, front side only, font size no smaller than 10 point Arial.

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Schedule #6—Program Budget Summary

County-district number or vendor ID: 090902		Amendment # (for amendments only):	

Program authority: General Appropriations Act, Article III, Rider 8, 83rd Texas Legislature; Texas Education Code, Chapter 31, Section 31.021(f) and Chapter 32

Grant period: October 1, 2014, to August 31, 2016	Fund code: 410

Budget Summary

Schedule #	Title	Class/ Object Code	Program Cost	Admin Cost	Total Budgeted Cost	
Schedule #8	Professional and Contracted Services (6200)	6200	$	$	$	
Schedule #9	Supplies and Materials (6300)	6300	$65000	$	$65000	
Schedule #10	Other Operating Costs (6400)	6400	$	$	$	
Schedule #11	Capital Outlay (6600/15XX)	6600/ 15XX	$	$	$	
Total direct costs:			$	$	$65000	
0% indirect costs (see note):			N/A	$	$0	
Grand total of budgeted costs (add all entries in each column):			$	$	$65000	

Administrative Cost Calculation	
Enter the total grant amount requested:	$65000
Percentage limit on administrative costs established for the program (15%):	× .15
Multiply and round down to the nearest whole dollar. Enter the result. This is the maximum amount allowable for administrative costs, including indirect costs:	$9750

NOTE: Indirect costs are calculated and reimbursed based on actual expenditures when reported in the expenditure reporting system, regardless of the amount budgeted and approved in the grant application. If indirect costs are claimed, they are part of the total grant award amount. They are not in addition to the grant award amount.

Indirect costs are not required to be budgeted in the grant application in order to be charged to the grant. Do not submit an amendment solely for the purpose of budgeting indirect costs.

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Schedule #8—Professional and Contracted Services (6200)	
County-district number or vendor ID: 090902	Amendment # (for amendments only):

NOTE: Specifying an individual vendor in a grant application does not meet the applicable requirements for sole-source providers. TEA's approval of such grant applications does not constitute approval of a sole-source provider.

	Expense Item Description	Grant Amount Budgeted
6269	Rental or lease of buildings, space in buildings, or land Specify purpose:	$
6299	Contracted publication and printing costs (specific approval required only for nonprofits) Specify purpose:	$
62XX	ESC charges as per approved cost allocation plan, such as internal service fund. To be completed by ESC only when ESC is the applicant. Check all that apply: ☐ Salaries/benefits ☐ Other: ☐ Networking (LAN) ☐ Other: ☐ Computer/office equipment lease ☐ Other: ☐ Building use ☐ Other: ☐ Copier/duplication services ☐ Other: ☐ Telephone ☐ Other: ☐ Administrative ☐ Other:	$
a.	Subtotal of professional and contracted services (6200) costs requiring specific approval:	$

Professional Services, Contracted Services, or Subgrants Less Than $10,000

#	Description of Service and Purpose	Check If Subgrant	Grant Amount Budgeted
1		☐	$
2		☐	$
3		☐	$
4		☐	$
5		☐	$
6		☐	$
7		☐	$
8		☐	$
9		☐	$
10		☐	$
b.	Subtotal of professional services, contracted services, or subgrants less than $10,000:		$

Professional Services, Contracted Services, or Subgrants Greater Than or Equal to $10,000

	Specify topic/purpose/service:	☐ Yes, this is a subgrant
	Describe topic/purpose/service:	

	Contractor's Cost Breakdown of Service to Be Provided	Grant Amount Budgeted
1	Contractor's payroll costs # of positions:	$
	Contractor's subgrants, subcontracts, subcontracted services	$
	Contractor's supplies and materials	$
	Contractor's other operating costs	$
	Contractor's capital outlay (allowable for subgrants only)	$
	Total budget:	$

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	Schedule #8—Professional and Contracted Services (6200)			
	County-District Number or Vendor ID: 090902		Amendment number (for amendments only):	
	Professional Services, Contracted Services, or Subgrants Greater Than or Equal to $10,000 (cont.)			

	Specify topic/purpose/service:		☐ Yes, this is a subgrant	
2	Describe topic/purpose/service:			
	Contractor's Cost Breakdown of Service to Be Provided		**Grant Amount Budgeted**	
	Contractor's payroll costs	# of positions:	$	
	Contractor's subgrants, subcontracts, subcontracted services		$	
	Contractor's supplies and materials		$	
	Contractor's other operating costs		$	
	Contractor's capital outlay (allowable for subgrants only)		$	
		Total budget:	$	
	Specify topic/purpose/service:		☐ Yes, this is a subgrant	
3	Describe topic/purpose/service:			
	Contractor's Cost Breakdown of Service to Be Provided		**Grant Amount Budgeted**	
	Contractor's payroll costs	# of positions:	$	
	Contractor's subgrants, subcontracts, subcontracted services		$	
	Contractor's supplies and materials		$	
	Contractor's other operating costs		$	
	Contractor's capital outlay (allowable for subgrants only)		$	
		Total budget:	$	
	Specify topic/purpose/service:		☐ Yes, this is a subgrant	
4	Describe topic/purpose/service:			
	Contractor's Cost Breakdown of Service to Be Provided		**Grant Amount Budgeted**	
	Contractor's payroll costs	# of positions:	$	
	Contractor's subgrants, subcontracts, subcontracted services		$	
	Contractor's supplies and materials		$	
	Contractor's other operating costs		$	
	Contractor's capital outlay (allowable for subgrants only)		$	
		Total budget:	$	
	Specify topic/purpose/service:		☐ Yes, this is a subgrant	
5	Describe topic/purpose/service:			
	Contractor's Cost Breakdown of Service to Be Provided		**Grant Amount Budgeted**	
	Contractor's payroll costs	# of positions:	$	
	Contractor's subgrants, subcontracts, subcontracted services		$	
	Contractor's supplies and materials		$	
	Contractor's other operating costs		$	
	Contractor's capital outlay (allowable for subgrants only)		$	
		Total budget:	$	

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	Schedule #8—Professional and Contracted Services (6200)			
	County-District Number or Vendor ID: 090902		Amendment number (for amendments only):	
	Professional Services, Contracted Services, or Subgrants Greater Than or Equal to $10,000 (cont.)			

	Specify topic/purpose/service:		☐ Yes, this is a subgrant	
	Describe topic/purpose/service:			
6	**Contractor's Cost Breakdown of Service to Be Provided**		**Grant Amount Budgeted**	
	Contractor's payroll costs	# of positions:	$	
	Contractor's subgrants, subcontracts, subcontracted services		$	
	Contractor's supplies and materials		$	
	Contractor's other operating costs		$	
	Contractor's capital outlay (allowable for subgrants only)		$	
		Total budget:	$	
	Specify topic/purpose/service:		☐ Yes, this is a subgrant	
	Describe topic/purpose/service:			
7	**Contractor's Cost Breakdown of Service to Be Provided**		**Grant Amount Budgeted**	
	Contractor's payroll costs	# of positions:	$	
	Contractor's subgrants, subcontracts, subcontracted services		$	
	Contractor's supplies and materials		$	
	Contractor's other operating costs		$	
	Contractor's capital outlay (allowable for subgrants only)		$	
		Total budget:	$	
	Specify topic/purpose/service:		☐ Yes, this is a subgrant	
	Describe topic/purpose/service:			
8	**Contractor's Cost Breakdown of Service to Be Provided**		**Grant Amount Budgeted**	
	Contractor's payroll costs	# of positions:	$	
	Contractor's subgrants, subcontracts, subcontracted services		$	
	Contractor's supplies and materials		$	
	Contractor's other operating costs		$	
	Contractor's capital outlay (allowable for subgrants only)		$	
		Total budget:	$	
c.	Subtotal of professional services, contracted services, and subgrants greater than or equal to $10,000:		$	
a.	Subtotal of professional services, contracted services, and subgrant costs requiring specific approval:		$	
b.	Subtotal of professional services, contracted services, or subgrants less than $10,000:		$	
c.	Subtotal of professional services, contracted services, and subgrants greater than or equal to $10,000:		$	
d.	Remaining 6200—Professional services, contracted services, or subgrants that do not require specific approval:		$	
	(Sum of lines a, b, c, and d) Grand total		$	

For a list of unallowable costs and costs that do not require specific approval, see the guidance posted on the Division of Grants Administration Grant Management Resources page.

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Schedule #9—Supplies and Materials (6300)						
County-District Number or Vendor ID: 090902				Amendment number (for amendments only):		
Expense Item Description						
63XX	ESC charges as per approved cost allocation plan, such as internal service fund. To be completed by ESC only when ESC is the applicant. Check all that apply:				**Grant Amount Budgeted**	
	☐ Print shop fees		☐ Technology-related supplies			
	☐ Postage		☐ Other:		$	
	☐ Copy paper		☐ Other:			

	Technology Hardware—Not Capitalized					
6399	#	Type	Purpose	Quantity	Unit Cost	**Grant Amount Budgeted**
	1	Tablet	Interactive device for Elementary	60	$400	$65000
	2	Laptop	Interactive device for Junior High	36	$850	
	3	Silicone Case	Protective sleeve for tablet	60	$20	
	4	Cart	Charging and Storage for Laptops and Tablets	4	$2000	
	5	Warranty	3yr Coverage for Tablets	60	$20	

6399	Technology software—Not capitalized	$
6399	Supplies and materials associated with advisory council or committee	$
	Subtotal supplies and materials requiring specific approval:	$
	Remaining 6300—Supplies and materials that do not require specific approval:	$65000
	Grand total:	$65000

For a list of unallowable costs and costs that do not require specific approval, see the guidance posted on the Division of Grants Administration Grant Management Resources page.

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	Schedule #10—Other Operating Costs (6400)		
County-District Number or Vendor ID: 090902		Amendment number (for amendments only):	

	Expense Item Description		**Grant Amount Budgeted**	
64XX	ESC charges as per approved cost allocation plan, such as internal service fund. To be used by ESC when ESC is the applicant. Check all that apply:		$	
	☐ ESC-owned vehicle usage	☐ Other:		
	☐ Insurance	☐ Other:		
6411	Out-of-state travel for employees (includes registration fees)		$	
	Specify purpose:			
6412	Travel for students (includes registration fees; does not include field trips): Specific approval required only for nonprofit organizations.		$	
	Specify purpose:			
6413	Stipends for non-employees (specific approval required only for nonprofit organizations)		$	
	Specify purpose:			
6419	Travel for non-employees (includes registration fees; does not include field trips): Specific approval required only for nonprofit organizations		$	
	Specify purpose:			
6411/ 6419	Travel costs for executive directors (6411); superintendents (6411); or board members (6419): Includes registration fees		$	
	Specify purpose:			
6429	Actual losses that could have been covered by permissible insurance		$	
6490	Indemnification compensation for loss or damage		$	
6490	Advisory council/committee travel or other expenses		$	
6499	Membership dues in civic or community organizations (not allowable for university applicants)		$	
	Specify name and purpose of organization:			
6499	Publication and printing costs—if reimbursed (specific approval required only for nonprofit organizations)		$	
	Specify purpose:			
	Subtotal other operating costs requiring specific approval:		$	
	Remaining 6400—Other operating costs that do not require specific approval:		$	
	Grand total:		$	

In-state travel for employees does not require specific approval. Field trips consistent with grant program guidelines do not require specific approval. See TEA Guidelines Related to Specific Costs for more information about field trips. For a list of unallowable costs and costs that do not require specific approval, see the guidance posted on the Division of Grants Administration Grant Management Resources page.

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#	Description/Purpose	Quantity	Unit Cost	Grant Amount Budgeted	
**Schedule #11—Capital Outlay (6600/15XX)**				
	County-District Number or Vendor ID: 090902		Amendment number (for amendments only):		
**15XX is only for use by charter schools sponsored by a nonprofit organization.**				
**6669/15XX—Library Books and Media (capitalized and controlled by library)**				
1		N/A	N/A	$	
**66XX/15XX—Technology hardware, capitalized**				
2			$	$	
3			$	$	
4			$	$	
5			$	$	
6			$	$	
7			$	$	
8			$	$	
9			$	$	
10			$	$	
11			$	$	
**66XX/15XX—Technology software, capitalized**				
12			$	$	
13			$	$	
14			$	$	
15			$	$	
16			$	$	
17			$	$	
18			$	$	
**66XX/15XX—Equipment, furniture, or vehicles**				
19			$	$	
20			$	$	
21			$	$	
22			$	$	
23			$	$	
24			$	$	
25			$	$	
26			$	$	
27			$	$	
28			$	$	
**66XX/15XX—Capital expenditures for improvements to land, buildings, or equipment that materially increase their value or useful life**				
29				$	
	**Grand total:**		$		

For a list of unallowable costs, as well as guidance related to capital outlay, see the guidance posted on the Division of Grants Administration <u>Grant Management Resources</u> page.

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Schedule #12—Demographics and Participants to Be Served with Grant Funds

County-district number or vendor ID: 090902	Amendment # (for amendments only):

Part 1: Student Demographics. Enter the data requested for the population to be served by this grant program. If data is not available, enter DNA. Use the comments section to add a description of any data not specifically requested that is important to understanding the population to be served by this grant program.

Total enrollment:

Category	Number	Percentage	Category	Percentage
African American	1	N/A	Attendance rate	95.16%
Hispanic	21	N/A	Annual dropout rate (Gr 9-12)	0%
White	102	N/A	TAKS met 2011 standard, all tests (sum of all grades tested; standard accountability indicator)	N/A
Asian	0	N/A	TAKS commended 2011 performance, all tests (sum of all grades tested)	N/A
Economically disadvantaged	92	61%	Students taking the ACT and/or SAT	N/A
Limited English proficient (LEP)	7	4%	Average SAT score (number value, not a percentage)	N/A
Disciplinary placements	0	0%	Average ACT score (number value, not a percentage)	N/A

Comments

Part 2: Students to Be Served with Grant Funds. Enter the number of students in each grade, by type of school, projected to be served under the grant program.

School Type	PK (3-4)	K	1	2	3	4	5	6	7	8	9	10	11	12	Total
Public	16	13	12	14	11	12	14	14	14	15					135
Open-enrollment charter school															
Public institution															
Private nonprofit															
Private for-profit															
TOTAL:	16	13	12	14	11	12	14	14	14	15					135

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Schedule #13—Needs Assessment	
County-district number or vendor ID: 090902	Amendment # (for amendments only):

Part 1: Process Description. A needs assessment is a systematic process for identifying and prioritizing needs, with "need" defined as the difference between current achievement and desired or required accomplishment. Describe your needs assessment process, including a description of how needs are prioritized. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

Every spring the campus and district site based teams meet to discuss our needs assessment. Annually the conversation is strong and centered on the students. Once we receive our test scores we sit down as a faculty and talk about needs based on assessment results. Throughout the year we talk about needs based on benchmarks, unit assessments and other test data. Once the faculty has identified the needs of the students it is then presented to the site based committee. Teachers on the site based committee explain our needs and how we plan to meet those needs. Needs are prioritized based on state testing assessments, intervention data, and then classroom assessments.

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Schedule #13—Needs Assessment (cont.)	
County-district number or vendor ID: 090902	Amendment # (for amendments only):

Part 2: Alignment with Grant Goals and Objectives. List your top five needs, in rank order of assigned priority. Describe how those needs would be effectively addressed by implementation of this grant program. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

#	Identified Need	How Implemented Grant Program Would Address
1.	Access to current technology for our JH students	Providing a cart with up to 40 computers to be used by our Junior High population will allow each student access to current technology on a daily basis.
2.	Access to current technology for our Elem students	With the growing need for individual intervention combined with curricular challenges this grant program would allow for technology devices to assist in filling the gap with our general student body along with the 504, at-risk, and SPED students. The impact will be huge.
3.		
4.		
5.		

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Schedule #14—Management Plan	
County-district number or vendor ID: 090902	Amendment # (for amendments only):

Part 1: Staff Qualifications. List the titles of the primary project personnel and any external consultants projected to be involved in the implementation and delivery of the program, along with desired qualifications, experience, and any requested certifications. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

#	Title	Desired Qualifications, Experience, Certifications
1.	Campus Principal	Admin Certified, Google and Apple Trained, 5+ years experience with technology in the classroom
2.	Superintendent	Admin Certified, Google and Apple Trained, 5+ years experience with technology in the classroom
3.	Technology Support	5+ years technology experience, 5+ years networking experience
4.		
5.		

Part 2: Milestones and Timeline. Summarize the major objectives of the planned project, along with defined milestones and projected timelines. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

#	Objective		Milestone	Begin Activity	End Activity
1.	Training	1.	2.5 Hours Deployment training	10/3/2014	10/3/2014
		2.	ESC Contract for Tech in Classroom (16 visits)	8/31/2014	5/31/2015
		3.	2 Hours Instructional Tech Training (repeated x3)	11/14/2014	5/31/2015
		4.		XX/XX/XXXX	XX/XX/XXXX
		5.		XX/XX/XXXX	XX/XX/XXXX
2.	100% Deployment	1.	Charts out and devices imaged and operational	10/15/2014	5/31/2015
		2.	Checkout Procedure published	10/1/2014	5/31/2015
		3.	MDM operational	10/15/2014	5/31/2015
		4.		XX/XX/XXXX	XX/XX/XXXX
		5.		XX/XX/XXXX	XX/XX/XXXX
3.	Evaluation	1.	Checkout procedure re-evaluated	11/15/2014	12/1/2014
		2.	Device use (2x per year)	10/15/2014	5/31/2015
		3.	Programs use (2x per year)	10/15/2014	5/31/2015
		4.	AUP and Lending Agreement (end or year/annually)	5/31/2015	5/31/2015
		5.		XX/XX/XXXX	XX/XX/XXXX
4.		1.		XX/XX/XXXX	XX/XX/XXXX
		2.		XX/XX/XXXX	XX/XX/XXXX
		3.		XX/XX/XXXX	XX/XX/XXXX
		4.		XX/XX/XXXX	XX/XX/XXXX
		5.		XX/XX/XXXX	XX/XX/XXXX
5.		1.		XX/XX/XXXX	XX/XX/XXXX
		2.		XX/XX/XXXX	XX/XX/XXXX
		3.		XX/XX/XXXX	XX/XX/XXXX
		4.		XX/XX/XXXX	XX/XX/XXXX
		5.		XX/XX/XXXX	XX/XX/XXXX

Grant funds will be used to pay only for activities occurring between the beginning and ending dates of the grant, as specified on the Notice of Grant Award.

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Schedule #14—Management Plan (cont.)	
County-district number or vendor ID: 090902	Amendment # (for amendments only):

Part 3: Feedback and Continuous Improvement. Describe the process and procedures your organization currently has in place for monitoring the attainment of goals and objectives. Include a description of how the plan for attaining goals and objectives is adjusted when necessary and how changes are communicated to administrative staff, teachers, students, parents, and members of the community. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

Currently the ISD has in place a system of checks and balances designed to address all programs within the system for evaluation and improvement. We have four set checkpoints where our leadership team meets to conduct these evaluations. At each of the four checkpoints the leadership team uses a needs assessment strategy to evaluate programs by addressing strengths, weaknesses, and any data collected by the programs. This information is shared in a round table like discussion and documented. Following this process the team will address any needs that came up in the discussion and work for an adjustment to the program that benefits the students. Any agreed upon adjustments are documented and submitted to the administrative team to be communicated to the appropriate staff. If the change involves the community, we utilize social media including Facebook and Twitter, along with our partnership with School Connect to flood the community with the necessary information within multiple media.

Part 4: Sustainability and Commitment. Describe any ongoing, existing efforts that are similar or related to the planned project. How will you coordinate efforts to maximize effectiveness of grant funds? How will you ensure that all project participants remain committed to the project's success? Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

Lefors ISD has committed to the integrity of the network infrastructure using bond funds to upgrade the switches and airports to current standards in 2012. Since then any addition to the technology in the district has stalled with funding. We coordinate all of our technology through the advising of our technology director at the ESC and our local leadership team made up of teachers, administrators, and parents. Together we try our best to evaluate and prioritize the implementation of tools into the classroom. Recently, with the end of life of windows XP, which we used in classrooms for intervention, the district is in search of a way to adequately replace these out dated machines. This TLGP we have developed is a coordination of these grant funds to address this issue and many more at both of our campuses.

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		Schedule #15—Project Evaluation		

County-district number or vendor ID: 090902 | **Amendment # (for amendments only):**

Part 1: Evaluation Design. List the methods and processes you will use on an ongoing basis to examine the effectiveness of project strategies, including the indicators of program accomplishment that are associated with each. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

#	Evaluation Method/Process		Associated Indicator of Accomplishment
1.	Check out Usage	1.	>80% of devices use, in classrooms, verified using calendar daily check out schedule
		2.	<5% down time
		3.	<24 hours average repair time for any device
2.	Increases Academic Achievement	1.	3-5% Increase in State Assessment Results in Reading and Math in 3rd - 8th Grades, TELPAS
		2.	Reduction in Tier 3 RtI students by minimum of 30%
		3.	
3.	Sustainability	1.	< 1 device totaled per year
		2.	Visual inspection of each device after each checkout
		3.	Zero devices stolen
4.		1.	
		2.	
		3.	
5.		1.	
		2.	
		3.	

Part 2: Data Collection and Problem Correction. Describe the processes for collecting data that are included in the evaluation design, including program-level data such as program activities and the number of participants served, and student-level academic data, including achievement results and attendance data. How are problems with project delivery to be identified and corrected throughout the project? Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

Lefors ISD will create a calendar to be used for check out of devices and an individual inventory will be maintain in conjunction with our ESC Tech Director documenting; condition, model numbers, warranty information, serial numbers, operating system. Lefors ISD will utilize a mobile device management system, MDM, to verify inventory daily, monitor device system status, and to maintain proper security including compliance with CIPA laws. The MDM will also track programs used and their frequency of use in daily, weekly and monthly increments. This data in conjunction with our PEIMS data for attendance will give us usage details for both students and software programs. The district will compare a three year trend in state assessment scores for increases due to implementation of intervention programs using the devices. Although the district will not be able to conclude 100% that any increase are the sole result of technology implementation, we feel that with proper implementation of our lending program, increases will come and we cannot ignore that a portion will be a direct result of the program. The total number of students being served can change at any time with new students, but currently would be 132 students. Baseline data from 2012 includes:

- 8th Math & Reading – 83% & 83%
- 7th Math & Reading – 87% & 80%
- 6th Math & Reading – 73% & 82%
- 5th Math & Reading – 77% & 69%
- 4th Math & Reading – 75% & 75%
- 3rd Math & Reading – 63% & 88%
- TELPAS – Grades 3-12 (Adv High) Listening 60%, Speaking 40%, Reading 40%, Writing 20%, Avg Comprehensive Score 3.5, Avg Composite score 3.5
- Attendance – 95.16%

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Schedule #16—Responses to Statutory Requirements	
County-district number or vendor ID: 090902	Amendment # (for amendments only):

Statutory Requirement 1: Applicant must describe how it will use funds to implement or enhance a technology lending program to loan students the equipment necessary to access and use electronic instructional materials. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

Lefors ISD will create a check out procedure for students in grades 3-8 to checkout devices from the lending program. This procedure will include a series of checks and balances to safeguard both the student and the district ensuring the device remains available and 100% functional. The checkout procedure will be developed in conjunction with the District Leadership Team and provide for inspection of the device, accountability for any damage to the device, documentation for each individual checkout, and procedure for repayment if any damage should occur. Once this procedure is developed, students will be able to take a device with them home to complete classroom work or to enhance their learning with some extra time on task. Programs like Raz-Kids and Study Island can be extended outside of class time for the student's benefit using this checkout procedure. Beyond these programs, the truly exciting aspect of the lending program is the unlimited world of resources that will be available for students to access on a school issued, safely filtered, electronic device while at home. This will provide students the freedom to enter into the higher aspects of cognitive learning by exploring their own learning via the vast opportunities available through internet resources. Using this TLGP to extend our current 9-12 program into the lower grades will create a seamless continuum for students to develop their digital citizenship and customize their own learning to their specific needs.

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Schedule #16—Responses to Statutory Requirements	
County-district number or vendor ID: 090902	Amendment # (for amendments only):

Statutory Requirement 2: If the applicant has already purchased, or is also purchasing, lending equipment through other funding sources such as the Instructional Materials Allotment, the applicant must describe how equipment from all funding sources will be used in a cohesive manner to support efforts to ensure students have dedicated access to a technology device. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

Lefors ISD uses our limited local budget, IMA funds, and SCE funds to purchase materials and licensing of programs. Nearly all of these programs are mentioned in earlier and later sections of the application and are 95% electronic. We used a draw from fund balance funds to upgrade aspects of our network, and bond funds to purchase teacher machines and student's machines in HS. We currently make this work by sharing a computer lab that is located in our secondary building. This lab is shared by eight grade levels and 120 students and requires students from our elementary to travel outside to get to this lab. Logistically, the teacher must take their entire class when they visit the lab and leave their classroom behind. This limits the effectiveness of the individualized aspect of most of these programs and removes the teacher and students from their classroom resources inhibiting centered instruction and individual intervention type instruction. The mobile labs we are creating with the TLGP will allow the lab to go into the teacher's environment. Additionally, the devices in the mobile lab are also mobile and will allow the individual student to use the device in their environment or wherever the teacher groups students for individual intervention instruction. This is a hybrid to the 1-1 model our HS students use and extends the individual device into the lower grades through mobile carts rather than a true 1-1.

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Schedule #17—Responses to TEA Program Requirements	
County-district number or vendor ID: 090902	Amendment # (for amendments only):

TEA Program Requirement 1: Applicant must describe how the lending program aligns with existing mission and goals of the public school district or open-enrollment charter school. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

The TLGP aligns with Lefors ISD goals developed recently in the 2014 board workshop in conjunction with the district improvement team and superintendent. The goals set in that workshop have been the basis for the district ever since. The goal developed to address fiscal responsibility and providing resources for the classroom directly aligns with the program objectives developed for this TLGP. It reads as follows: "Lefors ISD will adopt a fiscally responsible budget, using conservative values, with a focus on providing resources to classrooms, student achievement, school safety, community involvement, and maintenance of the facilities."

Our TLGP guidelines are fiscally responsible and ensure delivery of a very important resource into the 21st century classroom with our digital native students.

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Schedule #17—Responses to TEA Program Requirements	
County-district number or vendor ID: 090902	Amendment # (for amendments only):

TEA Program Requirement 2: Applicant must describe how it will prioritize campuses with the highest need for a technology lending program. Applicant must also describe how it will ensure access to lending equipment and residential access to the Internet among students who have the greatest need. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

Lefors ISD is a small district with two main buildings (one elementary and one secondary) and about 170 students. As we considered applying for this TLGP, prioritization was naturally clear with the deficiency that exists with our Pre-K through 8 students and their lack of access to technology compared to our 9-12 students. This divide stood out to the Leadership Team from the start and remains the solid focus for this program. The other aspect that is nearly a given for our student population is their great economic need. Our program addresses this need by providing access to the device with limited opportunity to sustain a financial burden for damage to the device. Unlike a 1-1 program where the student has the responsibility for the device 100% of the time, our system limits that responsibility without limiting the students ability to access the device. We felt it would be a real win for our students.

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Schedule #17—Responses to TEA Program Requirements (cont.)	
County-district number or vendor ID: 0909020	Amendment # (for amendments only):

TEA Program Requirement 3: Applicant must describe how the lending program aligns with current curriculum, instruction, and classroom management policies and/or practices on its participating campus(es). Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

By putting a device in the hands of our students we will be able to gain access more readily to the materials that we currently have available. We will not have to schedule around one another to ensure lab time for classes to have the necessary time for Istation or Think Through Math. We will be able to allow our students to work at a pace suitable to their needs instead of working as a whole class. The instruction can be tailored and matched to the needs of each individual student. The interventions necessary can take place on a more regular basis. Currently, students travel to a computer lab or use the teacher's device for whole class instruction. As it is now in the district, students have to wait until it is convenient for the whole class to travel to the lab and then the teacher has to instruct students on exactly what intervention they need. The lending program would ensure that students have immediate access to a device that could be used in the class for the necessary intervention piece tailored to the student's specific needs. As students finish assignments or as the teacher sees fit the students could work independently on a variety of computer based instructional programs. The lending program would also tie in nicely with our classroom management plan in the elementary. Teachers allow students to earn extra technology time and these devices would allow more students time to use the devices. The extra technology time is fun for the kids and it is a time to reinforce the TEKS that the teacher is teaching during instructional time.

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Schedule #17—Responses to TEA Program Requirements (cont.)	
County-district number or vendor ID: 090902	Amendment # (for amendments only):

TEA Program Requirement 4: Applicant must describe how it is using electronic instructional materials in one or more foundation curriculum subject area(s) for one or more grade level(s). Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

Lefors ISD elementary classes use an assortment of electronic instructional materials. We currently use Raz-Kids and Reading Eggs in grades K-3 to enhance our reading curriculum. We use Study Island to enrich our reading, math and science curriculum in grades 3-8. Students work on each of these programs on a regular basis, both independently and as a class. The lower grade teachers rely on A-Z Reading as well to help with our limited supply of leveled reading material. Our ESL students use electronic instructional material to help with curriculum language barriers. The electronic material used by this group of students immerses them into appropriate grade level curriculum specific vocabulary.
Our junior high students use Think Through Math and Istation. Currently Istation and Think Through Math are being used on a daily basis in the intervention program in-class and in enrichment for reading and math. Study Island is used independently by students and as whole class in ELA, math, science and social studies. Our teachers also use Khan academy for our students. Junior high ELA instructors also have an electronic component to the Kamico instructional materials they currently use. It serves as a diagnostic tool.

All of these tools are accessed through the teacher machine or classes can sign up for the limited space in the secondary computer lab.

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Schedule #17—Responses to TEA Program Requirements (cont.)	
County-district number or vendor ID: 090902	Amendment # (for amendments only):

TEA Program Requirement 5: Applicant must describe professional development for teachers in the use of electronic instructional material that has already occurred or will occur within the first three months of the grant period (i.e., October 1, 2014-December 31, 2014) to be prepared for the grant implementation. Note: Any professional development that is provided within the grant period must be provided with non-grant funds. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

Our plan is to utilize every aspect of professional development time to assist our teachers in the use of electronic instructional material. We have contracted with Region 16 to have an instructional technologist in our district 14 times in the 14-15 school year. This is a continuation from the previous year's inaugural contract for this specialist. The evaluation of this project is overwhelmingly positive and it's continuation will be vital to the proper implementation of our new program. Additionally, in August we have set aside two days for professional development focused on our instructional technology in the classroom, with a focus on content specific methodology and device integration. This will set up a solid foundation for our professional development focus post device roll out in October. The district calendar has committed to providing time for professional development throughout the school year. On October 3rd, November 14th, and December 19th we will have half day professional development specific to device integration into the instructional setting facilitated by our technology integration specialist and teacher leads.

TEA Program Requirement 6: Applicant must describe how infrastructure is adequate to support students' anticipated use of devices provided through the grant at its participating campus(es). Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

With the 2010 bond construction project the district updated the network infrastructure to include, wireless access points covering 100% of the district's floor plan, Power Over Ethernet GigaBit switches for the network backbone, and increased network drops in all classrooms to a minimum or two per room. With this work done in advance using bond funds, the district is in a good place to add device infrastructure for student use.

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Schedule #17—Responses to TEA Program Requirements (cont.)	
County-district number or vendor ID: 090902	Amendment # (for amendments only):

TEA Program Requirement 7: Applicant must describe a plan for providing Internet access to the homes of students as needed. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

Lefors ISD is located in a rural community with limited reliable internet access. The community uses the district for many aspects of community engagement. It is our plan to focus the program on providing access within the classroom and access to the internet while at school. We have created 35 minutes of tutorial time into the regular school day at every level within the district where technology devices will be used for various activities. This time along with regular class time, is a compromise to the deficit that exists within the communities internet infrastructure. It is our belief that as the internet framework in our community improves we may be able to offer internet capability within the homes.

TEA Program Requirement 8: Applicant must describe how technical support is adequate to support students' anticipated use of devices provided through the grant at its participating campus(es). Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

Lefors ISD currently contracts technology support through our regional service center. We have a technology director who is available at any time via telephone, email, or remote connection to a device. We also have a weekly visit from a desktop support person who, through a trouble ticket system, addresses any need within the districts local network. Currently, this system has proven effective and our needs assessment shows that our staff is pleased with the response times and resolutions to trouble tickets as they are presented.

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Schedule #17—Responses to TEA Program Requirements (cont.)	
County-district number or vendor ID: 090902	Amendment # (for amendments only):

TEA Program Requirement 9: Applicant must describe how the grant will be administered on participating campus(es), including a description of how the check-out and check-in process will operate, who will be in charge of the check-out process, especially in cases of competing need, and the process that will be used to maintain the technology lending equipment in proper working condition. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

Our program is a shared program. Our plan is to use an online shared calendar through Google Apps For Education (GAFE) to reserve and check out devices from our share points, the COW carts. Devices will be open for reservation through the calendar on a two week advance notice and will be reserved based on a first come first serve basis, with the time stamp of the calendar entry determining the eligible reservation in a double booking situation. As with any new program, frequency of use and any consistent double booking situation will be monitored and adjusted using the Campus and District Administration to improve upon the established methods.

We will establish a working level of expectations for devices checked in and out including, charging, status of device upon departure and return (airplane mode when applicable), verification of the number of devices lent and returned, inspection for damage upon each lending. These same items will be checked and verified whether a student or a teacher is checking out a device. There will be two lead teachers at each campus that will be primarily in charge of the check in and out procedure.

Maintenance of our technology devices is handled through our Region 16 partnership. We have a desktop support staff member in our district once a week to resolve any issue too large for our first responder teachers and administrators. This work flow is evaluated annually to ensure timely resolution of all technology issues. The district and the ESC are both open to modification of the number or service days if at any time an increase is warranted.

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Schedule #17—Responses to TEA Program Requirements (cont.)	
County-district number or vendor ID: 090902	Amendment # (for amendments only):

TEA Program Requirement 10: Applicant must describe how it will account for the technology lending equipment according to local policy, including providing insurance if appropriate. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

The district policy for equipment is a self-insured approach. We are very fortunate to have a small student body with huge respect for district property. Our past practice has shown very little damage and misuse of our devices in the program. With this in mind, we still have a structure in place for students to be financially responsible for any damage to district devices through repayment of any damaged device upon inspection either at a random check or during our annual return date at the end of the year. It has been a board decision not to provide insurance for our district owned devices, rather we will self-insure if the unlikely case of non-payment for damage presents itself.

TEA Program Requirement 11: Applicants must describe the development and implementation of a *Technology Lending Agreement* to be signed by parents or guardians of the students and by the student. The agreement must address responsible use and care of the equipment, responsible use of the district's digital resources, and responsible use of the Internet. The agreement may incorporate an existing *Responsible Use Policy* by reference. The Technology Lending Agreement must verify that students receiving Internet access at home have a demonstrated grade level mastery of the Digital Citizenship strand of the Technology Applications Texas Essential Knowledge and Skills (TEKS). Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

Lefors ISD has developed and implemented a lending agreement for our High School students three years ago. This agreement has been very effective in addressing digital citizenship, responsible use and care of district devices, proper use of the internet service, and discipline guidelines if a student departs from allowable activity with a device. It is our expectation that small modifications to this agreement will accommodate the nature of our new program and the devices staying on campus or being checked out.

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